

Online District Registration Online Schedule Change Requests: A ClassMate Users Guide

The **ClassMate District Portal** is a secure site that allows authorized district personnel to easily submit requests for both CTE and Academic student schedules for the upcoming school year. By using point and click drop-down menus, counselors can request schedule changes and withdrawals with no manual data entry required.

Prior to the first login, authorized users must have a valid email address recorded in the ClassMate System. The District Portal is then easily accessed using any web browser. Contact your CTE or BOCES administrator for support.

After district portal users have made schedule change requests, ClassMate users must then make those requested changes in the ClassMate application.

Getting Started

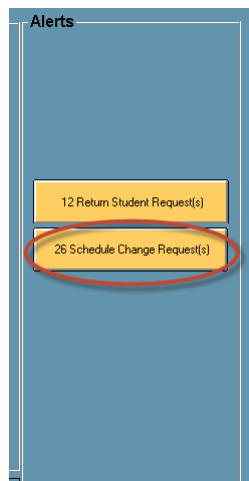
Login into the **ClassMate application**, access the following URL:

<https://portals.classmate.net/sites/sitename>

Viewing Change Requests:

Users can view change requests via the **Alerts** button found on the navigator screen or by running the **ODR Schedule Change Request Report (ODRSchReq)**.

The Schedule Change Alerts button will notify users that schedule change requests are waiting. This feature must be turned on prior to use.





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**ODR Schedule Change Requests
For 08/29/2016-07/11/2017
Wilson School District**

Wilson Area High School				
OPEN	New	Akian, Maureen E	000011394	Comment:
New Course:		Building Construction Technology / PM		Start Date: 11/15/2016
OPEN	Change	Busson, Brandon A	000011102	Comment: scheduling conflict
Old Course:		Computer Networking / PM		Start/End Date: 08/29/2016 - 09/30/2016
New Course:		Computer Networking / AM		Start Date: 10/03/2016
OPEN	Change	Busson, Brandon A	000011102	Comment: schedule conflict due to PE credits
Old Course:		Computer Networking / PM		Start/End Date: 08/29/2016 - 09/30/2016
New Course:		Computer Networking / AM		Start Date: 10/03/2016
OPEN	Change	Busson, Brandon A	000011102	Comment: scheduling conflict
Old Course:		Computer Networking / PM		Start/End Date: 08/29/2016 - 10/14/2016
New Course:		Computer Networking / AM		Start Date: 10/17/2016
OPEN	Change	Busson, Brandon A	000011102	Comment: requested by parent
Old Course:		Computer Networking / PM		Start/End Date: 08/29/2016 - 03/31/2017
New Course:		Computer Networking / AM		Start Date: 04/03/2017
OPEN	Change	Busson, Brandon A	000011102	Comment:
Old Course:		Computer Networking / PM		Start/End Date: 08/29/2016 - 07/10/2017
New Course:		Computer Networking / AM		Start Date: 07/11/2017
OPEN	Change	Busson, Anora S	000011951	Comment: Schedule conflict
Old Course:		Cosmetology / AM		Start/End Date: 08/29/2016 - 09/30/2016
New Course:		Cosmetology / PM		Start Date: 10/03/2016
OPEN	Change	Busson, Anora S	000011951	Comment: did not like cos
Old Course:		Cosmetology / AM		Start/End Date: 08/29/2016 - 10/14/2016
New Course:		Culinary Arts / PM		Start Date: 10/17/2016

Activating Schedule Change Alerts:

Select **ClassMate System Administrator**>**ClassMate User Management** >Alert Tab

Turn on Alert for each individual user that would like to see the button to alert them of pending schedule changes

The screenshot shows the 'Add A New User' interface. At the top, there is a 'Username:' field and an 'Add' button. Below this is a navigation bar with tabs: 'General', 'Location Defaults', 'Path Defaults', 'Module Defaults', 'User Groups', 'Alerting', and 'Create/Update'. The 'Alerting' tab is selected and circled in red. The main content area contains three sections for alert preferences:

- ODR Request Alerts:** Radio buttons for 'Yes' (selected) and 'No'.
- Drop Request Alerts:** Radio buttons for 'Yes' and 'No' (selected).
- Grade Change Alerts:** Radio buttons for 'Yes' and 'No' (selected).

Processing Schedule Change Requests:

Users can view change requests via the **Alerts** button found on the navigator screen or by running the **ODR Schedule Change Request Report (ODRSchReq)**.

- 1 **Status:** All
- 2 **Request Type:** Sort by request type. Options Include: New, Change, Withdrawal or All
- 3 **Select a Student:** Select a student to process request
- 4 **Schedule Processing:** Select the **BLUE** Schedule Processing button

Status	Request Date	Request User	District	School	Student ID	Student Name
<input checked="" type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000011176	Stern, Jose
<input type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000011176	Stern, Jose
<input type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000011102	Burson, Brandon A
<input type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000012094	Danke, Renee M
<input type="checkbox"/> OPEN	05/18/2017	Ms. Heather ...	WASD	WAHS	000012065	Mottau, Micah J
<input type="checkbox"/> OPEN	04/12/2017	Ms. Heather ...	WASD	WAHS	000012161	Packers, Nathaniel R
<input type="checkbox"/> OPEN	03/23/2017	Ms. Heather ...	WASD	WAHS	000011102	Burson, Brandon A
<input type="checkbox"/> OPEN	01/31/2017	Ms. Heather ...	WASD	WAHS	000011518	Einstein, Katie A
<input type="checkbox"/> OPEN	01/31/2017	Ms. Heather ...	WASD	WAHS	000011652	Cooper, Taw...

Selecting the Schedule Processing button will drop users into the Student Scheduling module. Process schedule changes using the normal process. **Change existing>Create New**

Updating the District Portal Schedule Change Request Status:

If you are making changes from the alerts button you will need to ensure that you change the request status from that screen to clear the que each day.

- 1 Select a student by placing a checkmark in the box next to the selected student status
- 2 Select the request status from the drop down menu. Status options are setup in master codes and should be established prior to use
- 3 Enter a comment (Optional)
- 4 Select the **BLUE** update button to update the request in the district portal. This will allow the district portal use to see any updates or status changes.

Request Type
 New Change Withdrawal All

Schedule Processing

Status	Request Date	Request User	District	School	StudentID	Student Name
<input checked="" type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000011176	Stern, Jose
<input type="checkbox"/> OPEN	07/07/2017	Ms. Heather ...	WASD	WAHS	000011176	Stern, Jose

Clear

Status

2 Choose a Status

Comment 3

4 Update

This process is the **ONLY** way the district portal users will know the status of the request.